

University of Exeter Principles for Essential Travel V2 2020/09/10

1. Overarching Principles

Set out below are the criterion that any request to travel must align to. This includes travel for work, study, research and other purposes linked to University business.

- Reflecting our institutional approach to the management of Covid-19, as set out in the 'Visualising our Operations' document
- Aligned to our Green Recovery agenda; with travel undertaken only when alternatives are not available or would not achieve the same outcomes, with the consistent aim of 50% carbon reduction
- Subject to change following FCO/ PHE guidance (as it evolves in relation to notification/ emergency controls). This includes guidance on local restrictions that are introduced in the UK or in other locations.
- Supported and informed by partners in Compliance, Governance and Risk (including Health & Safety) and, where appropriate, by Global Opportunities to ensure that safety, compliance and insurance requirements are met
- Requiring risk assessment and approval before any travel can be booked or undertaken to ensure the safety of all staff and students involved
- Enable monitoring that can allow us effectively to support staff and students in overseas destinations and in UK locations that may become subject to local restrictions and require repatriation in emergency situations

2. Travel approval pathways

Every request for travel must be aligned to **all of** the overarching principles set out above, and follow the approval process relevant to the area making the request, set out below:

Area:	Type of travel permitted	Note	L1 Approval	L2 Approval
Global Opportunities (UG Study/Work Abroad)	Approved essential where linked to the student contract	L1 approval if FCO exempt L1 and 2 approval if not FCO exempt	Lead: Global Opps Manager Anna Moscrop Deputy: Global Opps Officer, Lewis Davison	Lead: Dir of ESS, Ian Blenkharn Deputy: HO SEAS, Paul Blackmore
Research	Essential where linked to vital funding, or seasonality, with evidence provided	L1 and L2 approval required for all trips	Request to be supported by Head of Service	Research Restart Panel, chaired by Director of Research, Neil Gow
Field Trips	Process under development	Process under development	Process under development	Process under development
Exec Office	Travel not anticipated in term 1. Full process in development	Process under development	Process under development	Process under development
Global Advancement	Travel not anticipated in term 1. Planned travel from term 2 must be evidenced as essential and approved as shown to the right.	L1 and L2 approval required for all trips	Line Manager or HO Service	Director of Global Advancement, Shaun Curtis
HR	International travel will not be permitted.	UK Travel must be referred directly to L2 for approval	N/A	Lead: Dir of HR, Imelda Rogers Deputy: Assistant Dir (Policy and Reward), Andrew Johnson
Colleges	It is not envisaged that there will be any essential international travel for work purposes, however, if deemed essential, formal approval is required. A minimum of 3 weeks before the intended departure is required to enable consideration by the Director to assess the full risk assessment including justification of travel which is not low-carbon.	L1 and L2 approval required for all trips	Dir of Service / PVC	Director of College Operations or nominated deputy
CGR			Line Manager or HO Service	Director of Compliance Governance and Risk, Chris Lindsay, or nominated Deputy
ESS			Line Manager or HO Service	Director of ESS, Ian Blenkharn, or nominated Deputy (Jamie Horsley, Head of Education Services)
Exeter IT			Line Manager or Head of Service	Chief Information and Digital Officer, Alan Hill, or nominated Deputy
Finance			Assistant or Deputy Director of Finance	Chief Financial Officer
IIB			Line Manager or HO Service	Director of IIB, Sean Fielding
Marketing, recruitment			Line Manager or HO Service	Director of Marketing, recruitment
Communications and Global			Line Manager or HO Service	Communications and Global, Jane Chafer
Strategic Development Unit			Line Manager or HO Service	Director of SDU, James Hutchinson

Change Management				
Version	release Date	Originator	Summary of changes	
1	27/08/2020	Tracey Tuffin	Collated data for consultation with named approvers	
2	10/09/2020	Tracey Tuffin	Consultation with approvers complete, updated approval pathways	